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Department of Environment and Natural Resources
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MEMORANDUM

SEP 25 2023

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Provincial Environment and Natural Resources Officer
All Community Environment and Natural Resources Officer

FROM : The OIC Director
Human Resource Development Service

SUBJECT : INVITATION TO THE JICA SUSTAINABLE DEVELOPMENT GOALS (SDGs) GLOBAL LEADER PROGRAM 2024

This refers to the letter dated 21 September 2023 from TAKENAKA Narufumi, Senior Representative, Japan International Cooperation Agency (JICA) inviting DENR to nominate capable personnel to the Sustainable Development Goals (SDGs) Global Leader Program (GLP) for Academic Year 2024 under JICA's Knowledge Co-Creation Program (Long-Term).

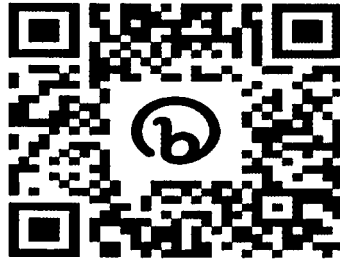
The program is intended for young individuals aged 35 years and below (Master's degree) and aged 40 years old and below (PhD degree) who are expected to contribute in the policy formulation and implementation relative to sustainable development issues of respective fields.

Interested applicants shall possess the following qualification requirements of the DENR:

1. Have at least two (2) years holding permanent plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
3. Performing duties and responsibilities relevant to the field of study/travel being applied for;
4. Have no pending administrative case;
5. Have no pending application and nomination for other study and non-study trips;
6. Have not exceeded four (4) official foreign travel within a year;
7. Have submitted all the required reports from previous foreign travels
8. Have rendered the required service obligation for a scholarship previously enjoyed;
9. Must be willing to conduct a master's thesis aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;

10. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation; and
11. Must not be a delinquent scholar.

The nominee shall submit complete application requirements to the Career Development Division through this link bit.ly/nomiforeign on or before **09 October 2023**:



1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat to be endorsed by Head of Office and concurred by Supervising Undersecretary and Assistant Secretary;
2. Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certificate of no pending administrative case;
5. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating that the applicant:
 - a. has no pending scholarship nomination;
 - b. has not been a delinquent scholar from a previous scholarship grant;
 - c. has submitted all the required reports from previous foreign travels;
 - d. has performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
6. Updated Personal Data Sheet, with Work Experience Sheet, duly signed by authorized person administering oath; and
7. Self Certification of official Travel History for the past 24 months.

The DENR HRDC shall screen and select qualified candidates to the program. Selected candidates will be notified and endorsed to JICA, to proceed with the application/admission process.

Attached are the invitation and guidelines for the Sustainable Development Goals (SDGs) Global Leader Program (GLP), for reference.

Should you need further information about the requirements, please communicate with the HRDC Secretariat at email address: hrdcs2020@gmail.com or telephone: (02) 8927-9107 or VOIP 1063.

For your information.

M. M. N.
MIRIAM M. MARCELO

M. M. N.



21 September 2023
PP- 202309210001

RET. MGEN. AUGUSTO D. DELA PEÑA

Undersecretary for Organizational Transformation and Human Resources
Department of Environment & Natural Resources
DENR Building
Visayas Avenue, Diliman, Quezon City

Attention: Ms. Miriam M. Marcelo, OIC Director, Human Resource Development Service

Subject: Call for Applications to JICA's SDGs GLP, AY 2024 Fall Intake

Dear **Undersecretary Dela Peña**:

Greetings from the Japan International Cooperation Agency (JICA)!

We are sending our highest regards to the Department of Environment & Natural Resources for your continuous support to our programs in the Philippines.

We are cordially inviting DENR to nominate capable personnel to the SDGs Global Leader Program (SDGs GLP) for AY 2024 fall intake under JICA's Knowledge Co-Creation Program (Long-Term) as we believe in the potential of your good office's personnel to be future leaders who will guide the Philippines towards socioeconomic development and prosperity.

The SDGs GLP aims to develop high level human resources who will influence the Philippines' policies to contribute towards the achievement of the Sustainable Development Goals, as well as to strengthen the long-standing friendship between the Philippines and Japan. Accepted scholars are eligible to take Master's or Doctoral degrees under the tutelage of premier partner Japanese universities.

Deadline of duly endorsed applications is on **20 October 2023**. Kindly ensure that your candidates undergo the necessary nomination procedures, and they are not waiting for nor applying to any other scholarship programs besides the SDGs GLP.

Applicants should directly submit their applications to JICA Philippines – Training Program Section through e-mail (jicapp_tps@jica.go.jp). Please refer to the attachments for more information about this program. Do not hesitate to contact our office via the e-mail provided or through telephone ((02) 8889-7119) for any further inquiries or concerns.

We are looking forward to your nominees and candidates.

Sincerely yours,


TAKENAKA Narufumi
Senior Representative

JICA PHILIPPINES

40th Floor Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue, Makati City, Philippines
P.O.Box 1026, MCPO, Makati City, Philippines
Tel: +632-8889-7119 Fax: +632-8889-6850
Homepage: <http://www.jica.go.jp/philippine>



CORRESPONDENCE

For enquiries and further information, please contact your nearest JICA office.

I. SDGs GLP 2024 Requirements Checklist
(submit by October 20, 2024 via e-mail to jicapp_tps@jica.go.jp)

	Nomination/Endorsement Letter from Organization (ensure you follow necessary protocols) addressed to: <ul style="list-style-type: none"> - Mr. SAKAMOTO Takema Chief Representative JICA Philippines
	JICA SDGs GLP JFY 2024 Application Form
	[ANNEX 1] Declaration of Desired Universities (Maximum of 3)
	[ANNEX 2] Research Plan and Career Plan
	University Diploma (Official English Translation if necessary)
	Academic Transcript (Official English Translation if necessary)
	Agency ID and/or Passport Copy
	Physician's Certificate (stating that the applicant is physically and mentally fit and healthy to undergo long-term study in Japan)
	Official English Proficiency Certificate (varies depending on target universities)
	Master's Degree Thesis (especially for PhD, if any)
	Personal Data Sheet
	Statement of Present Actual Duties and Responsibilities
	Certification from the Head/Manager of the Human Resource Department stating: <ul style="list-style-type: none"> - The said applicant has no pending administrative or criminal case; - The applicant has no pending nomination in another course; - The applicant has rendered the required service obligation for a scholarship previously enjoyed; - The applicant's PES ratings for the two immediate rating periods were at least Very Satisfactory; - The applicant is physically and mentally fit to travel and attend training abroad; and - The applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the donor institution and this agency.

II. Application Stages

With Pre-Application Matching	Without Pre-Application Matching
a. JICA Initial Document Screening	a. JICA Initial Document Screening
b. Pre-Application Matching	b. Official University Application Procedures
c. Official University Application Procedures	c. JICA Final Screening
d. JICA Final Screening	d. Release of Results
e. Release of Results	

What's the difference between the two?

The "Pre-Application Matching" process is intended to increase the likelihood of the applicants' success in their target universities' official application procedures.

Not all universities have the pre-application matching process because of their schedules. Check the University Database (Reference 01) for more info about these universities.

III. Database FAQs

- a. With or Without Pre-Application Matching Stage?
 - i. Check the two sheets of Reference 01.
- b. Research Student vs Regular Student
 - i. Regular Students directly undertake the normal classes of their chosen university's program.
 - ii. Research Students need to pass the university's examination procedures within 6 months of arrival in Japan to be considered as a regular student. If s/he fails, the scholarship will be forfeited, and s/he will be sent back to the Philippines.
- c. What are JICA-DSP's Individual Programs?
 - i. JICA Development Studies Program (DSP) Individual Programs are classes offered by universities to enrich the learning experience about Japan's development history and experience in many fields/sectors.
 - ii. Check column A if the University offers JICA-DSP Individual Programs.
 - iii. Reference link: [JICA Development Studies Program / JICA Chair | What We Do - JICA](#)

IV. Contact for Inquiries or Clarifications

- a. Please e-mail jicapp_tps@jica.go.jp

Annex. 2: Research Plan and Career Plan

Research Plan

Write a brief research plan of your proposed Master's or Ph.D. thesis more than 700 words (minimum 3 pages).

Below is an example of the structure of the research plan. Usage of this structure is not essential but strongly recommended.

(a) TITLE of your Master's or Ph.D. thesis

(b) INTRODUCTION (1 paragraph):

To state clearly what your research interests are. Necessary to include the followings:

- Background information regarding the selected topic and your involvement (e.g. what is the main reason that you chose the topic, your relevant working experience, etc.)
- The main objective of your study

(c) MAIN BODY (approximately 3 paragraphs):

To provide specific information to support your ideas. To explain what you are going to study and how the research is conducted. Necessary to include the followings:

Brief explanation for your analysis of this topic.

Brief explanation for your research methodology.

(d) CONCLUSION (1 paragraph):

To stress the most important point(s) of your research plan, and your future work.

Necessary to include the followings:

- The skills which you wish to obtain in Japan.
- How you intend to utilize your research to solve the issue(s) mentioned in the first part of the plan after returning to your home country.

***For Ph.D. courses, please attach your master thesis in English and related papers (if any).**

!! IMPORTANT !!

- ✓ It is recommended to make prior contact the faculty before submitting the applications in order to know whether or not the university can accept the research plan. You should write the research plan in light of the requirements and characteristics of the Master's or Ph.D. course.
- ✓ It must be demonstrated that your academic background and/or job experience are sufficient enough to engage in and complete the Master's or Ph.D. course in Japan. In this regard, it is essential for you to select a research theme which is associated with your current or future job.

- ✓ If you are currently employed, it is desirable for you to discuss with your organization to get supporting references, such as a policy and/or strategic paper of the organization.

Career Plan after Graduation

In connection with the fields of study, please describe your idea /plan to utilize your knowledge, skills and experiences that you obtained in Japan after returning to your home country in 400-500 words.

Please be reminded of the aim of SDGs Global Leadership Program which expects the participants to be leaders who share values of Japan in order to help establish and maintain mid and long - term good relations between Japan and the participants' countries

Questionnaire for University (related to research plan)

Filled in by Applicant

※Please fill in ALL the yellow columns.

Basic Information of Applicant		
Name of the University you are contacting		
Name of Graduate School		
Name of course		
JICA Program		
Name of Applicant		
E-mail Address		
Country		
Organization		
Department/Division		
Present Position		
Final Academic Background	<div style="display: flex; justify-content: space-between;"> _____ University Department/Graduate School of _____ </div>	
Field of Study (FS) / Specific Research Field (SRF)	(FS)	(SRF)
Research Theme (tentative theme is acceptable)		

Questions to the University
*Questions must be related your research plan



JICA Knowledge Co-Creation Program for Long Term Participants (JICA Development Studies Program)

General Information on SDGs Global Leader JFY2024

国別研修 「SDGs グローバルリーダー（2024年度）」

This handout provides an overview of the “SDGs Global Leader” program/course, which is one of Japan International Cooperation Agency (JICA)’s Knowledge Co-Creation Program (Long-Term). The program will be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between respective governments.

Each country may have its own schedule and/or qualifications for the program. With regard to the additional information, please contact our JICA overseas office in charge of your country.

The objective of the Knowledge Co-Creation Program (Long-Term) is to offer opportunities to people from developing countries to study at higher educational institutions in Japan and to help them build their network of people. This is intended to assist in the human resource development plans of the governments of developing countries and Japan, and eventually to expand and strengthen bilateral ties between the developing countries and Japan.

0. Background

What is JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

What is JICA Development Studies Program (JICA-DSP)

JICA-DSP is being carried out by JICA as part of official development assistance (ODA) by the government of Japan. JICA-DSP is offered for international scholars accepted as the participants of JICA's Human Resource Development Project who are enrolled in a degree program at a Japanese university.

<https://www.jica.go.jp/dsp-chair/english/dsp/overview/index.html>

1. Overview

Until now, JICA has provided training programs as a part of technical cooperation in various fields. In order to strengthen networks between the target countries in respective fields, JICA established a new long-term training program to foster young/middle-aged bureaucrats, academicians and leading human resources in various fields of target countries who are capable of influencing policy making processes in their countries or contributing to socioeconomic development in the near future.

The new program/course, "SDGs Global Leader," was established in JFY 2019 under the framework of JICA Development Studies Program (JICA-DSP) for the purpose of promoting the cooperation of sustainable development in the world.

The program/course will offer participants with special curriculums on Japanese developmental experience (JICA-DSP) and internships, if necessary, in addition to obtaining a Master's or PhD. degree.

2. Objectives

- (1) To develop high level human resources who are capable of contributing to appropriate policy decisions and its implementation for tackling political and developmental issues in respective fields.
- (2) To establish and maintain mid and long-term amicable relationships between target countries and Japan.

3. Course Outline

The course consists of the acceptance of scholars from 116 countries including 9 countries from Southeast Asia, 14 countries from Pacific region, 6 countries from South Asia, 6 countries from East and Central Asia, 30 countries from Latin America and the Caribbean, 5 countries from Middle East and Europe*, and 49 countries from Africa.

Southeast Asia	Cambodia, Indonesia, Laos, Malaysia Myanmar, Philippine, Thailand, Timor-Leste and Vietnam
Pacific	Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu
South Asia	Bangladesh, Bhutan, Maldives, Nepal, Pakistan, Sri Lanka
East and Central Asia	Mongolia, Tajikistan, Georgia, Azerbaijan, Armenia, Turkmenistan, Kyrgyz and Kazakhstan
Latin America and the Caribbean	Dominican Republic, El Salvador, Honduras, Mexico, Panama, Antigua and Barbuda, Commonwealth of Dominica, Grenada,

	Saint Christopher and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Republic of Trinidad and Tobago, Republic of Suriname, Republic of Guyana, Guatemala, Cuba, Belize, Costa Rica, Jamaica, Nicaragua, Haiti, Argentine, Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay
Middle East and Europe	Iran, Serbia, North Macedonia, Ukraine, Moldova *Only 3 members will be selected.
Africa	49 Sub-Saharan African countries (Applicants from African countries should refer "General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2024")

This handout provides information related to long-term courses including master's degree courses, Ph.D. courses, and combined master's and Ph.D. courses.¹

Candidate applicants may select the university, to which he/she wishes to apply, from the universities which have concluded an agreement on accepting JICA participants on the condition that the candidate passes the entrance examination of the selected university. Detailed information of these partner universities will be provided separately.

Proposed research topics should consist of subjects that contribute to government policies on sustainable development (Examples: Administration/public policy, finance, public finance management, international politics/diplomacy, regional research, business, international trade/investment, disaster risk reduction, maritime issues etc.)

In addition to curriculums of the master's and Ph.D. courses, activities such as short-term programs (e.g. Understanding the Japanese Development Experience²), and/or internship programs will be planned in order to enrich the participants' academic and personal experience of their courses of studies at the universities.

Accepted applicants are recommended to participate in internship programs at public or private entities during their stay in Japan. JICA will prepare the contents and schedule of the internship in close consultation with the participants and host organizations. In principle, no reward or compensation should be paid to the participants or host organizations.

4. Duration

In principle, 2 years for master's course and 3 years for Ph.D. course (depending on the

¹ Bachelor's degree course is also offered specially for Pacific countries.

² As part of JICA-DSP, this program is co-organized by GRIPS, IUJ and JICA for JICA Knowledge Co-Creation Program for Long Term Participants. The program offers participants with opportunities to gain a deep understanding of the Japanese development experience, and to draw lessons and gain insights that will support their development work at their home countries and internationally.

program offered by universities)³.

5. Number of Participants

Southeast Asia	43
Pacific	30
South Asia	5
Central and East Asia	7
Latin America and the Caribbean	30
Middle East and Europe	3
Sub-Saharan Africa	(Applicants from African countries should refer "General Information on SDGs Global Leader Program for Sub-Saharan African countries JFY2024")

6. Language to be used in this Program

English

7. Eligibility

Candidate applicants must satisfy the following requirements:

- (1) Current Duties: young or middle-career government officials, prospective academics, or personnel from private institutions who are expected to contribute policy formulation or its implementation for tackling sustainable developmental issues in respective fields.
- (2) Nationality: citizen of the above countries eligible for Japan's ODA
- (3) Age:
for master's programs, thirty five (35) years of age or under in principle (As of April 1st, 2024). However, under certain circumstances deemed to be considered, applicants over the age of 35 may become accepted. Please contact our JICA office for more information.
for Ph.D. programs, forty (40) years of age or under in principle (As of April 1st, 2024). However, under certain circumstances deemed to be considered, applicants over the age of 40 may become accepted. Please contact our JICA office for more information.
- (4) Educational Background:
for master's programs, a Bachelor's Degree or Master's Degree holder
for Ph.D. programs, a Master's Degree holder
(specially for Pacific countries) for Bachelor's programs: complete secondary education

³ The preparatory period as a research student or credited auditor prior to the regular student up to 6 months may be added.

(or other education program of at least 12 years in duration)

- (5) Language: adequate English skills both in written and oral communication to complete master's and/or Ph.D. courses with skills equivalent or exceeding the following;
TOEFL iBT: 80
IELTS: 6.5
- (6) Physical Presence: must physically come to Japan to carry out research activities to complete this program.
- (7) Others: must not be receiving nor plan to receive other scholarship during the program.
- (8) Gender Equality and Women's Empowerment: Women are encouraged to apply to the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity to all applicants regardless of sexual orientation and gender identity.

8. Admissions

Candidates must be selected as JICA's official candidate through JICA's internal selection procedure and must pass the general entrance examination⁴ of the university they have applied to, including examinations to enter the applicants' desired master's degree or Ph.D. degree course.

9. Application Guidelines

Candidate applicants must apply through the procedures as described below, which are necessary requirements by both applicant's Government and the Government of Japan for the Official Development Assistance.

- (1) Procedures and Required Documents for Application:
Each applicant is required to submit the "Application Documents⁵" listed in (2) below to JICA overseas office in charge of the applicants' country.
- (2) Application Documents
- 1) SDGs Global Leader Course for FY 2024 Application Form consists of:
- Personal Information
 - Educational Background
 - Present Organization and Nomination
 - Work Experience
 - Declaration (Terms and Conditions needed to be agreed by candidate applicants)
 - Declaration of desired universities placement (Annex 1-1 for Courses with Pre-

⁴ The results of JICA's screening procedure and University's general entrance examination will not accept any inquiry.

⁵ Submitted documents will not be returned.

application Matching, or Annex 1-2 for Courses without Pre-application Matching)

- Research Plan (Annex 2)
- Career Plan (Annex 2)

2) Graduation certificate.

- * Officially certified copies of the original
- * Written in English or accompanied with official translation

3) Academic transcript

- * Must contain all the grades earned at the university attended by the applicant
- * Officially certified copies of the original transcript
- * Written in English or accompanied with official translation in English

4) Photocopy of certificate of English Test⁶

5) A copy of Passport or ID with photo (for checking nationality, name, sex, and date of birth).

6) 2 ID photos (4cm × 3cm) pasted on application form (Original and copy)

7) Health certificate (after receive an acceptance notice from JICA ⁷)

(3) Procedures in General

Based on the above documents, candidate applicants are nominated and approved by their country's government, and later approved by JICA.⁸ After this procedure, screening will be conducted at the universities chosen by the applicant.

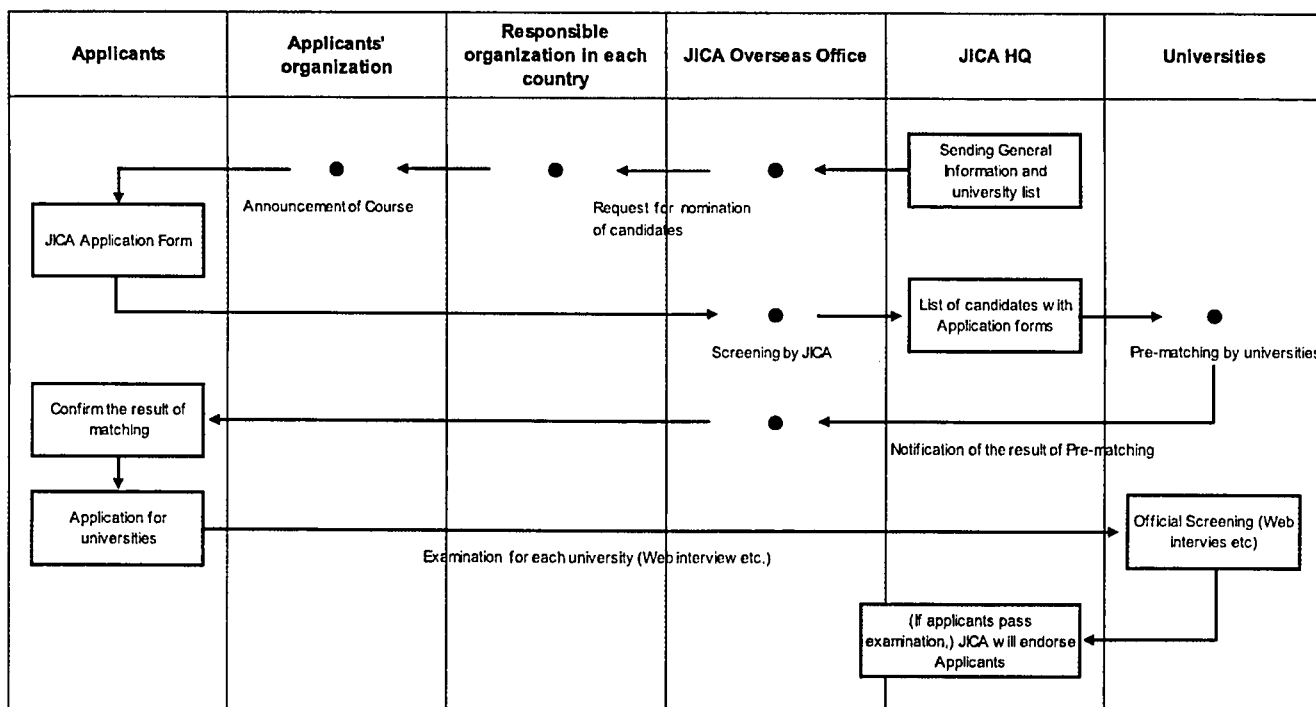
Please kindly note that universities may reject the applicant's application when the required documents, or the submitted research plan is not accepted by the universities.

Candidate applicants must follow each university's application procedure after the screening. If the applicants withdraw their applications after their official applications to the universities, applicants must inform their withdrawal to the university by letter.

⁶ Once a candidate applicant passes the first screening by JICA overseas office, they may request for reimbursement of his/her application fee for IELTS/TOEFL. Please contact the JICA overseas office in charge of your country.

⁷ If the candidate applicant passes the university entrance examination, a health certificate of JICA format will be required. Without the certificate, admission may become rejected.

⁸ The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.



(4) Points to be Noted regarding Procedures

- 1) Universities which set early application deadline do not take the Pre-application matching process. See the two types of application submission schedules for screening below 10. Schedule.
- 2) Fees for English proficiency test or other necessary fees for preparation of application documents can be reimbursed only within the same Japanese fiscal year (from 1st April to 31st March of the next year) when the general entrance examinations are taken. Details of the reimbursement vary by each area and should be consulted with the nearest JICA overseas office of each candidate.

10. Schedule

Universities <u>Without Pre-application matching Process</u>		Universities <u>With Pre-application matching Process</u>	
By the Beginning of September, 2023	Nomination of candidate applicants in respective organizations	By the Beginning of September, 2023	Nomination of candidate applicants in respective organizations
	Selection of candidate applicants by responsible organization in each country		Selection of candidate applicants by responsible organization in each country

By the Beginning of November 2023	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.	By the Beginning of November 2023	"Application Documents" must be submitted to JICA overseas office in charge of the country of applicants.
November, 2023	Screening by JICA	November - December, 2023	Screening by JICA
[No Pre-application Matching Process conducted but apply for the general entrance examination directly to the university]		By the end of January, 2023	Pre-application Matching Process by university
		By the end of January, 2023	Notification of the results of Pre-application Matching Process from each university through JICA overseas office
November - January, 2024	Application to take University's general entrance examination by the applicant	February - June(approximately), 2024	Application to take University's general entrance examination by the applicant
	University's application procedure *General entrance examination schedule is followed by each university		University's application procedure *General entrance examination schedule is followed by each university
February - March, 2024	Arrival of results of general entrance examination from the university	June - July, 2024	Arrival of results of general entrance examination from the university
	Determination of JICA KCCP (Long-term) participants		Determination of JICA KCCP (Long-term) participants
June - August, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant	June - August, 2024	Preparation for study in Japan if candidate applicant is determined as a KCCP (Long-term) participant
August-October, 2024	Orientation by JICA overseas office before departure	August-October, 2024	Orientation by JICA overseas office before departure
	Arrival in Japan		Arrival in Japan
	Orientation by JICA Domestic Offices		Orientation by JICA Domestic Offices
	Beginning of Fall 2024 Term		Beginning of Fall 2024 Term

*Schedule for the application period for the general entrance examination depends on each university.

*Schedule and program contents might be adjusted appropriately due to unforeseen circumstances.

11. Expenses To Be Borne By JICA

Under the JICA Long-term Trainee Allowance standards, JICA will cover expenses and allowance to participants accepted to the program/course. See the table below for further details. Note that the payments (e.g., for tuition, research support expenses, school support expenses) will not be paid to the accepted participants themselves, but directly to the university or other relevant institutions.

Expense category	Payment amount	Payment frequency
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Tuition (examination fees, entrance fees, course fees)	Actual costs	According to the request from universities
Living Allowance	JPY 117,000–148,000 per month*	Every month via university
Airfare	Actual costs	Upon arrival in Japan and upon returning home
Outfit Allowance**	JPY103,750~106,000 [円]	Once (upon arrival in Japan)
Moving Allowance***	Up to JPY164,000-224,000	Once (during the training period)**
Research Support Expenses****	Actual costs (up to JPY360,000 per year)	
Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are NOT included).	In accordance with the provisions of the medical insurance	

*Varies according to living area in Japan, type of accommodation, etc.

**Once, after opening bank account in Japan. As it takes several weeks to have the bank account opened, it is strongly recommended to bring cash for personal expenses during the period.

***Depending on the accommodation facility. Consultation with the university is required.

****Research Support Expenses are allowed to be provided via the university and be disbursed with the consultation and approval of the applicant's supervisor.

12. Expenses Not To Be Borne By JICA

JICA will not bear costs other than the allowances described above. JICA is not responsible for the following expenses:

- (1) Passport fees (for re-issuance and extensions, etc.)
- (2) Visa fees of a transit country and transportation expenses to obtain Visa
- (3) Transportation expenses to obtain Japanese Visa
- (4) Domestic travel expenses at the applicant's home country
- (5) Departure tax
- (6) Airport tax/airport facility charges outside of Japan, including third countries
- (7) Customs duty
- (8) Excess baggage charges
- (9) Compensation for lost and/or damaged baggage
- (10) "No show charge" to the transit airport hotel (non-refundable)
- (11) Lost - ticket fee
- (12) Accommodation fee for day-use hotel in return flight

- (13) Transportation expenses other than official programs
- (14) Telephone bill or mini-bar tab at accommodation
- (15) Medical costs related to pre-existing illness, pregnancy, or dental treatment
- (16) Medical cost related to the same illness over 180 days
- (17) National Health Insurance fee

Note: If participant / accepted applicant does not follow the regulation of JICA, the participant may have to bear such other costs of necessary expenses.

13. Conditions for Participation

The accepted applicants/participants of KCCP are required

- (1) to understand that participants must physically come to Japan to participate in this program at the date designated by JICA,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants on their own,
- (3) not to change course subjects or extend the course period,
- (4) to understand that inviting participant's family members is not recommended before their stay in Japan has passed more than 6 months,
- (5) to return to their home country on the designated flight by JICA, when they finish the program/course or when it is deemed impossible to finish the program within the program period, or when the participant is not successful on the regular course examination,
- (6) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (7) to enroll and complete JICA-DSP online courses, when you receive JICA's instructions to do so.
- (8) to observe the rules and regulations of the program implementing partners to provide the program or establishments, ("Plagiarism" especially is taken severely by enrolling university, regardless of whether it is direct plagiarism or self-plagiarism and participants may be subjected to disciplinary action such as suspension),
- (9) not to engage in political activities, or any form of employment for profit,
- (10) to discontinue the program, should the participant violate Japanese laws or JICA's regulations, or commit illegal or immoral conduct, or become critically ill or seriously injured and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care expenses described in the table of "11. Expenses To be borne by JICA,"
- (11) to return the total amount or a part of the expenditure for KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (12) not to drive a car or motorbike, regardless of an international driving license possessed,
- (13) to observe the rules and regulations at the place of the participants' accommodation,
- (14) to refund allowances or other benefits paid by JICA in the case of a change in schedule,

- (15)** to accept that the Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan,
- (16)** to submit a Health Certificate in JICA format at the participant's expense. The certificate must be the results of health check-up taken after the participant receive an acceptance notice from JICA),
- (17)** to accept to submit a second Health Certificate in JICA format if the participant will not be able to arrive within 6 months from the date of his/her first medical examination. The cost of the Health Certificate will be borne by the participant.
- (18)** to be in good health to participate in the program. In order to reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest when consulting the doctor for your Health Certificate,
- (19)** not to be receiving nor plan to receive another scholarship during the program,
- (20)** to understand not to make other applications for different JICA training courses at the same time, and
- (21)** to understand that the maximum duration of "Overseas research" and "Temporary Leave (leaving Japan for private purpose)" is 60 days, in principle.
- (22)** to accept to take tuberculosis related inspections organized by JICA after arriving in Japan and to submit the results to JICA and university.